

Continued Developmental Discussions

- 1) Quality Management
- 2) State Plan Services
- 3) Mental Health Specialists
- 4) Intake Evaluation – Individual Service Plan comport with IHS process and assessment
- 5) Crisis Services

Process for initial credentialing

1. Submit credential application form along with the required fee to DBHR Mental Health Licensing & Certification Unit. Fees are computed on the most recent year of annual services hours. The fee schedule is found in WAC 388-865-0474.
2. Submit policies and procedures for the following. Policy and procedures may be submitted electronically or hard copy.
 - Competency requirements of staff
 - Consumer rights
 - Intake evaluation
 - Individual service plan
 - Clinical records
 - Critical incidents
 - Complaint & Grievances
3. DBHR Mental Health Licensing & Certification (L&C) Unit staff will review policies and procedures for approval.
4. Upon approval of the policies and procedures, DBHR Mental Health L&C Unit staff will schedule the onsite review of Personnel Records and Facility Check.
5. DBHR Mental Health L&C Unit will issue a provisional license upon completing the initial onsite review.
6. The Provisional credential will be valid for Six (6) months. Within the provisional credential period the above developmental discussion will be completed.
7. A full credentialing onsite review will be conducted within the granted provisional license time period. The full credential onsite review will consist of the following:
 - a. Review of staff and contract staff Personnel Records
 - b. Review of clinical records
 - c. Review of service site (Facility Check)
 - d. Review of quality management plan